



Company/Organization Name: **Zion Township**

Location: **Zion, IL**

Position/Title: **Office Administrator (Full-Time) Exempt**

Township Government is the oldest form of government continuing to function today. The primary purpose of Township government is to administer the General Assistance (GA) program. Township is also responsible for assisting residents in accessing resources to improve their quality of life.

Every Zion Township staff member is responsible for serving all Zion constituents by any means possible while complying with the laws and guidelines governing Zion Township.

Duties/Responsibilities: The Office Administrator is responsible for ensuring the day-to-day operations of the Township fulfilled and meet the standards set by the Township Supervisor and governing bodies. The Administrator reports directly to the Township Supervisor and supervises two staff members. The Office Administrator must be able to: relate to and communicate with individuals well, especially those in crisis situations, remain calm and maintain productivity in stressful situations, maintain professionalism when faced with disruptive clients, work designated office hours and occasionally demonstrate flexibility in the work hours, multi-task and meet changing deadlines, detail-oriented and work with a high level of accuracy, supervise office staff and diffuse performance or behavioral issues that impede productivity and seek to maintain a positive work environment, delegate Zion Township's workload, support employee growth and uphold policies, coordinate internal and external events and programs, manage policies and procedures, network with local agencies, have excellent written and oral communication skills, demonstrate experience with ad creation, websites and newsletters, oversee budget and accounting functions including, but not limited to, processing accounts payable, preparing budgetary levy, monitoring budgetary expenditures, etc., manage contracts, be self-directed and able to complete projects with limited supervision.

Prior supervisory experience is preferred. Must be proficient in Microsoft Word and Excel. Minimum of a Bachelor's Degree in Business Administration or related field and 5 years of work experience. Possess valid Driver's license and maintain auto insurance.

Salary: \$55,000.00/year

Application Instructions: For consideration, please send a resume to rgaines@lakecountyil.gov and state Office Administrator in the subject line.